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MEMORANDUM FOR: Administrative Officers and Designated Pay Clerks
SUBJECT : Distribution of Vouchered Funds Pay Checks

1. Effective with pay day 27 October 1961, vouchered funds pay checks for personnel located in the new CIA building will be available for delivery to the pay clerk representing each affected component of such personnel at Room 6E-29, 6th floor, North Wing, from 1000 to 1030 hours. Checks not called for during this period will be returned to the Payroll Branch, Fiscal Division, at Room 1300, Curie Hall subject to pick up by the appropriate pay clerk.
2. To permit implementation of this service, the Administrative Officers of those components which have moved or will have moved to the new building prior to the effective date for this service shall notify the Payroll Branch, Fiscal Division, in writing that their pay checks should be available at the new building. Other components scheduled to move to the building after the effective date for this service shall notify the payroll office in writing of such move at least five days in advance of the first pay day on which their pay checks should be available at the new building.
3. Pay checks of employees of components which do not move to the new CIA building may continue to be picked up each pay day at the Payroll Branch, Fiscal Division, at Room 1300, Curie Hall.
4. Administrative Officers and pay clerks of all components are urged to take extra precautions during the relocation period. They should carefully verify all time and attendance report control lists so that no employee's pay is delayed for lack of a time and attendance report and arrange for prompt delivery of such reports to the Payroll Branch by 1500 hours on Monday following the end of each pay period. Also, arrangements should be made to promptly deliver pay checks to individuals wherever they are located.
5. If major groups of the personnel of a component or office will be divided between locations on a permanent basis as a result of the current moves, the component may request the designation of a separate cost center for each major group to provide a basis for mechanical grouping of the checks. If separate cost centers are not feasible or if only a few individuals are concerned, this regrouping of pay checks shall be accomplished for the office or component by the designated pay clerks' sorting the pay checks after receipt. When necessary, Administrative Officers shall designate in writing additional pay clerks authorized to pick up pay checks. After 1 November 1961, all designations of pay clerks authorized to pick up pay checks shall include the employees' badge numbers.

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6. Questions concerning the foregoing information may be directed to the Chief, Payroll Branch, Fiscal Division, [REDACTED]

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Deputy Comptroller

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